

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
LEAD DEVELOPMENTAL SERVICES WORKER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** DDS Employees Only  
**Position:** Lead Developmental Services Worker  
**Location:** Holton Road CLA, North Franklin, CT  
**Job Posting No:** 023113  
**Hours:** Full Time (70 Hrs Bi-Weekly) 12:15 PM -9:00 PM - Fri, Sat, Wed, Thurs (Sun, Mon , Tues off)  
**Salary:** HN 18 \$45,578 - \$60,929  
**Closing Date:** September 1, 2014

**Examples of Duties:** Leads Developmental Services Workers on an assigned shift in implementation of residential living program for clients in a cottage, wing or other living quarter; oversees and may participate in general care of assigned living quarters and care, feeding, clothing and treatment of clients; directs and advises staff on implementation of clients daily teaching strategies; assists in evaluating performance of residential program within living quarters; confers daily with staff on routine operational, disciplinary and special problems; implements policies, programs and operational procedures in accordance with state and federal regulations and with regard to needs of clients; participates in caring for and instruction of clients in their activities of daily living; confers with parents concerning clients status; may administer selected oral medications with appropriate training; may complete a variety of reports, notes, logs, requisitions, etc.; may design and write residential living programs; may provide orientation and in-service training to subordinate staff; may order, secure and distribute supplies and equipment for program functioning and clients personal needs; may attend interdisciplinary team meetings; may arrange for appropriate support services such as housekeeping, maintenance and laundry; may administer first aid in emergency situations; may serve as backup for Supervising Developmental Services Worker; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of modern methods of working with persons with intellectual and developmental disabilities; knowledge of rehabilitative and interdisciplinary process; knowledge of goals, policies and organization of a residential living unit; knowledge of safety, fire and first aid procedures; considerable interpersonal skills; ability to implement policies and operational procedures; ability to lead staff.

**General Experience:** One (1) year of experience working with persons with intellectual or other developmental disabilities at the level of Developmental Services Worker 2.

**Preferred Experience:**

Preference will be given to applicants with demonstrated experience providing direct care services to individuals with intellectual and developmental disabilities in a medical setting.

**Physical Requirement:** Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive clients and may be exposed to strongly disagreeable conditions.

**Special Requirements:**

1. Incumbent must be current in all DDS required training.
2. Incumbent must possess or be able to obtain Medication Administration Certification and or CPR certification.
3. Incumbent must possess and retain a valid Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license.
4. Incumbent will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

Send application materials to:  
Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter

Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035

**Application materials can be emailed, faxed, or mailed**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.